PMP **and PgMP (Global change)** Approval **Process No. 1018**

Response: Process reworded; see Master document

Scope
This process covers how to obtain approval on the Project **or Program** Management Plan (PMP**; PgMP**).

Policy
ER 5-1-11[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

Responsibility
The Project Manager is responsible for obtaining **PDT and Customer concurrence and** approval **by the designated approval authority**.

Distribution
PDT
Approval Authority*
Customer*
Project Manager (PM)*

System References
Acronyms and Glossary[REF1001]
Change Management[PROC1004]
Financial Management[REF1032]
PMP Development[PROC1012]
PMP/PgMP Content[REF1018]
Project Execution and Control[PROC1017]

Ownership
The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

Activity Preface
This process is performed whenever a draft Project Management Plan (PMP) has been developed in *PMP Development[PROC1012]*, or when a change request is generated from *Change Management[PROC1004]*. Approval of a change request will be by the same authority as the original PMP.

The first step in the PMP approval process is getting the **concurrence** of the customer **and PDT members** The customer will have representation on the PDT; however, the PMP **concurrence** authority for the customer may not be the PDT member. Should the customer not **concur with** the PMP, *PMP Development[PROC1012]* will be executed to develop and incorporate customer changes.

(For consistency with ER 5-1-11, the Customer does not approve the PMP, but must concur / endorse before USACE approval.)

After customer **and PDT concurrence**, the PMP will be submitted to the appropriate approval authority within USACE. The appropriate approval authority will be as defined in ER 5-1-11 **(note, this is not addressed in the 17 Aug 2001 version of 5-1-11)**. The job title "Approval Authority" refers to the following:

- **Project Manager (PM)**
- Program Manager (PgM)
- **Deputy District Engineer for Programs and Project Management (DPM)**
- Commander
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- Higher Headquarters

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Should the appropriate approval authority not approve the PMP, *PMP Development[PROC1012]* will be executed to develop and incorporate changes. If changes are required, customer **and PDT concurrence** must be re-obtained. Once PMP approval is obtained, the PM will indicate approval in P2. If this process was called from *Change Management[PROC1004]*, you will return there; otherwise, continue on to *Project Execution and Control[PROC1017]*.

Project Manager (PM)

1.   Provide the PMP to the customer **and PDT members**.
           Use electronic distribution where possible, or other means of delivery if necessary.

Customer **and PDT members**

2.   Review and **concur with** the PMP.
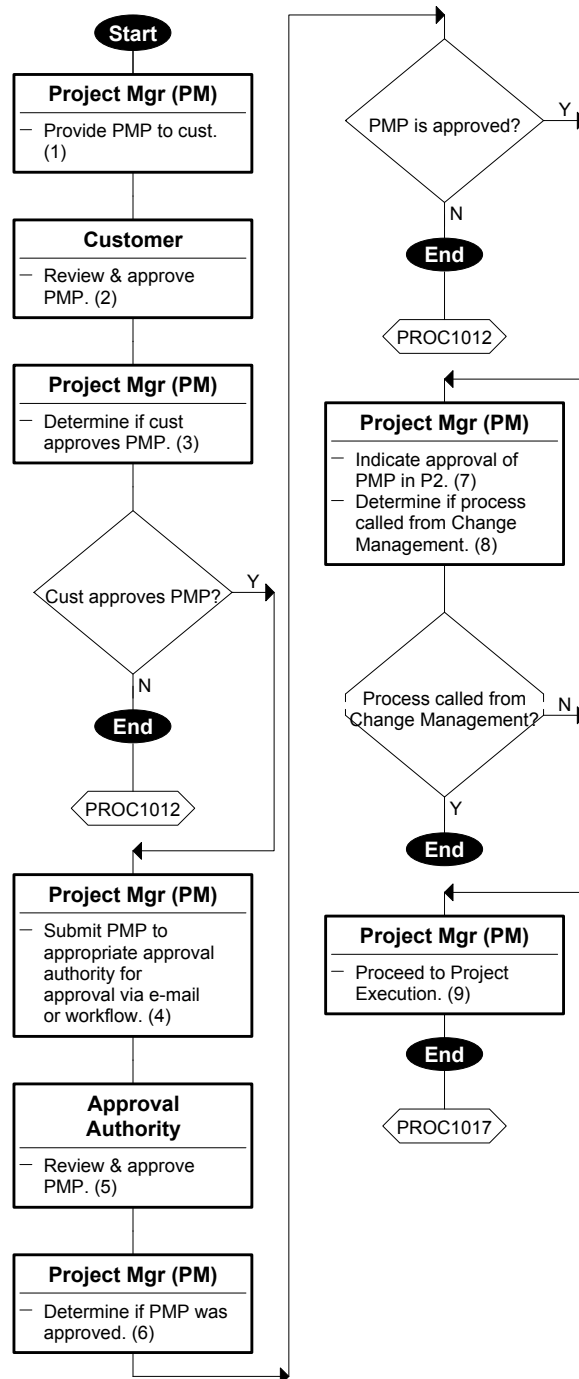
Project Manager (PM)

3.   Determine if the customer **and PDT concur with** the PMP.
If the customer and PDT concur with the PMP, goto task #4. Otherwise, end of activity; goto *PMP Development [PROC1012]*.
4.   Submit the PMP to the appropriate approval authority for approval via e-mail or workflow.

Approval Authority

5.   Review and approve the PMP.

Project Manager (PM)

6.   Determine if the PMP was approved.
If the PMP is approved, goto task #7. Otherwise, end of activity; goto *PMP Development [PROC1012]*.
7.   Indicate approval of PMP in P2.
           After the PMP is approved and baselined, PR&Cs can be created via the system interface. Refer to *Financial Management[REF1032]*. **Note – system should not restrict activities while PMP is being developed. Need ability to fund when needed, potentially prior to PMP approval.**
8.   Determine if process called from Change Management.
If process called from Change Management, end of activity; Otherwise, goto task #9.
9.   Proceed to Project Execution.
End of activity.
Goto *Project Execution and Control[PROC1017]*.

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Start

Project Mgr (PM)
— Provide PMP to cust. (1)

Customer
— Review & approve PMP. (2)

Project Mgr (PM)
— Determine if cust approves PMP. (3)

Cust approves PMP? — Y

N

End

PROC1012

Project Mgr (PM)
— Submit PMP to appropriate approval authority for approval via e-mail or workflow. (4)

Approval Authority
— Review & approve PMP. (5)

Project Mgr (PM)
— Determine if PMP was approved. (6)

PMP is approved? — Y

N

End

PROC1012

Project Mgr (PM)
— Indicate approval of PMP in P2. (7)
— Determine if process called from Change Management. (8)

Process called from Change Management? — N

Y

End

Project Mgr (PM)
— Proceed to Project Execution. (9)

End

PROC1017

PMP Approval Flowchart